

Effective 8/18/20

ACS Services Directory 2020-2021



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...Dedicated to a servant's
heart, not a telling heart...

Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
HEALTH & SAFETY			
Bloodborne Pathogens	Safety Office	Walter Dove	350-616 9
Bus Accident/Incident	Transportation	Sue Tripp	350-615 2
Code of Conduct	Crisis Management & Oper	April Dockery	350-615 0
Crisis Response Team	Crisis Management & Oper	April Dockery	350-615 0
District Safety Council	Safety Office	Walter Dove	350-616 9
Fire Drills/Reports	Safety Office	Walter Dove	350-616 9
ID Badges/Issue	Business/Finance	Wendy Hensley	350-616 4
Inclement Weather Notification	Communications	Ashley-Michele Thublin	350-612 0
Mental Health	Student Services	Kidada Wynn	350-6154
OSHA	Safety Office	Walter Dove	350-616 9
Safety	Safety Office	Walter Dove	350-616 9
Safe Schools	Safety Office	Walter Dove	350-616 9

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
School Health Advisory Council	Safety Office	Walter Dove	350-616 9
School Nurses	Crisis Management & Oper	April Dockery	350-615 0
School Resource Officers	Crisis Management & Oper	April Dockery	350-615 0
Video Surveillance	Instructional Technology	James Cathers	350-614 8
Workers Compensation	Human Resources	Cynthia Moore	350-613 8
STUDENT			
1:1 Student Devices	IT	Matt Whiteside	350-615 3
504 Plans	Crisis Management & Oper	Darren Barkett	350-615 4
Academic Student Support (At Risk)	C&I	Tanya Presha	350-616 8
AIG	C&I	Paige Bode	350-624 7
After-School Enrichment	C&I	Melissa Hedt	350-613 0
Athletics	Asst Super of Auxiliary Services	Shane Cassida	350-613 1
Attendance	C&I	Holly Murray	350-614 3
AVID	C&I	Melissa Hedt	350-613 0
Calendar-School Year	Communications	Ashley-Michele Thublin	350-612 0
CTE (Career & Technical Ed)	C&I	Dr. Sherry Hicks	350-260 5

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Code of Conduct-Student	Crisis Management & Oper	April Dockery	350-615 0
Credit by Demonstrated Mastery	C&I	Ian Nelson	350-618 7
Curriculum-Elementary	C&I	Sarah Cain	350-619 3
Curriculum-Secondary	C&I	Laura Parks	350-6114
Discretionary Admission	C&I	Melissa Hedt	350-613 0
Graduation Support (Dropout)	C&I	Tanya Presha	350-616 8
Enrollment- K-12	C&I	Melissa Bates	350-6111
Equity	Superintendent's Office	Ms. Alcala Williams	350-700 0
Exceptional Children	C&I	Dr. Paula Dowd	350-612 8
Field Trips	C&I	Dr. Dana Ayers	350-6118
Foster Care	Youth in Transition	Jessica Supik	545-181 7
Free and Reduced Meals	Child Nutrition	Katie Treece	350-610 8
GRAD	Crisis Management & Oper	April Dockery	350-615 0
Health/Physical Education	C&I	Sarah Cain/Laura Parks	350-619 3
Homebound Services	C&I	Tanya Presha	350-616 8
Youth in Transition	Student Services	Jessica Supik	545-181 7
Immunizations/Records	Crisis Management & Oper	Darren Barkett	350-615 4
Impact Aid	Crisis Management & Oper	April Dockery	350-615 0

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Insurance-Athletic	Human Resources	Cynthia Moore	350-613 8
Insurance-Student	Human Resources	Cynthia Moore	350-613 8
Mental Health	Student Services	Kidada Wynn	350-615 4
Middle School Magic	C&I	Laura Parks	350-618 7
MTSS	C&I	M Hedt & A Dockery	350-613 0
PEP	C&I	Dr. Paula Dowd	350-612 8
Preschool Enrollment	C&I	Polly Bolding	350-290 1
Read to Achieve	C&I	Sarah Cain	350-619 3
Read to Succeed	C&I	Dr. Dana Ayers	350-6118
School Counselors	Student Services	Kidada Wynn	350-615 4
School Nutrition	Child Nutrition	Katie Treece	350-610 8
Student Appeals	Crisis Management & Oper	April Dockery	350-615 0
Student Discipline Hearings	Crisis Management & Oper	April Dockery	350-615 0
Student Health	Crisis Management & Oper	April Dockery	350-615 0
Student Information Systems	Asst Super of Auxiliary	Holly Murray	350-614 3
Student Records	Crisis Management & Oper	April Dockery	350-615 0
Testing and Accountability	C&I	Ian Nelson	350-618 7

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Transcripts	AHS/SILSA	Tisha Rousseau	350-263 7
Title I (Federal Financial Asst)	C&I	Sarah Cain	350-619 3
Title II	C&I	Sarah Cain	350-619 3
Title IVA	C&I	Sarah Cain	350-619 3
Title IX (Non-discrimination-sex)	Crisis Management & Oper	April Dockery	350-615 0
Transportation	Transportation	Sue T/Amanda R	350-615 2
STAFF			
Background Checks	Human Resources	Kim Montgomery	350-613 7
Beginning Teacher Program	Human Resources	Dr. Kim Dechant	350-614 0
Board Meetings/Hearings	Superintendent	Kimberly Jones	350-614 5
Bus Driver Training	Transportation	Amanda Rigsby	350-691 3
Bus - All Things K-12 Yellow Buses	Transportation	Amanda Rigsby	350-691 3
Calendar-School Year	Communications	Ashley-Michelle Thublin	350-612 0
Conflict Resolution	Human Resources	Dr. Mark Dickerson	350-612 3
Continuing Education Credits	C&I	Dr. Dana Ayers	350-6118
Data Managers	Asst Super of Auxiliary	Holly Murray	350-614 3
Disability	Human Resources	Brenda Rhinehart	350-613 6
Employee-Benefits	Human Resources	Wendy Hensley	350-616 4

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Employee-Grievances	Human Resources	Dr. Mark Dickerson	350-612 3
Employee-Hiring	Human Resources	Dr. Mark Dickerson	350-612 3
Employee-Leave FMLA	Human Resources	Brenda Rhinehart	350-613 6
Employee-Recruitment	Human Resources	Dr. Kim Dechant	350-614 0
Employee-Transfers	Human Resources	Dr. Mark Dickerson	350-612 3
EVAAS	C&I	Ian Nelson	350-6114
Human Resources	Human Resources	Dr. Mark Dickerson	350-612 3
ID Badges/Coding	Human Resources	Wendy Hensley	350-616 4
Insurance-Employee	Human Resources	Wendy Hensley	350-616 4
Insurance-Unemployment	Human Resources	Cynthia Moore	350-613 8
Inter-school Mail (Courier)	Maintenance	Ray Fitzpatrick	620-189 0
Job Postings/Applications	Human Resources	Kim Montgomery	350-613 7
Licensure	Human Resources	Brenda Rhinehart	350-613 6
Media/Library Services	Instructional Technology	Matt Whiteside	350-615 3
MOUs/Contracts	Asst Super of Auxiliary	Shane Cassida	350-613 1
National Board Certification	Human Resources	Dr. Kim Dechant	350-614 0
New Hires	Human Resources	Kim Montgomery	350-613 7

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Personnel Files	Human Resources	Dr. Mark Dickerson	350-612 3
Personnel Issues	Human Resources	Dr. Mark Dickerson	350-612 3
Policies (Board)	Asst Super of Auxiliary	Shane Cassida	350-613 1
Professional Development	HR/C&I	Dr. Dana Ayers	350-6118
Property Claims/Damage	Human Resources	Cynthia Moore	350-613 8
Retirement	Human Resources	Brenda Rhinehart	350-613 6
Salary Certification	Human Resources	Brenda Rhinehart	350-613 6
Salary Schedules	Human Resources	Brenda Rhinehart	350-613 6
Service/Coach Contracts	Human Resources	Cynthia Moore	350-613 8
Sexual Harassment Claims Title IX	Asst Super of Auxiliary	Shane Cassida	350-613 1
School Counselors	Student Services	Kidada Wynn	350-615 4
Social Workers	Student Services	Kidada Wynn	350-615 4
Student Teachers	Human Resources	Dr. Kim Dechant	350-614 0
Teacher Evaluations	Human Resources	Dr. Kim Dechant	350-614 0
Teacher Recruitment	Human Resources	Dr. Kim Dechant	350-614 0
Teacher/Principal of the Year	Human Resources	Dr. Kim Dechant	350-614 0
Substitute Teachers/Training	Human Resources	Dr. Kim Dechant	350-614 0

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
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Tuition Reimbursements	Human Resources	Dr. Mark Dickerson	350-6123
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Volunteers	Human ResourcesDRA	Dr. Kim Dechant	350-6140
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FINANCE

Analyst-Finance	Business/Finance	Sharon Wrenn	350-6141
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Accounts Payable	Business/Finance	Christy/Pam W.	350-6142
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Allotments	Business/Finance	Georgian Harvey	350-6104
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Audits-Annual	Business/Finance	Christy House	350-6142
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Benefits	Business/Finance	Wendy Hensley	350-6164
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Budget	Business/Finance	Georgia Harvey	350-6104
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Budget Audits-Schools	Business/Finance	Sarah Banks	350-6158
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CO Account Codes-Schools	Business/Finance	Sarah Banks	350-6158
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Cash Management	Business/Finance	Christy House	350-6142
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Contract Payments for AP	Business/Finance	Pam Williams	350-6105
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Copier Maintenance	C&I	Matt Whiteside	350-6153
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Direct Deposit	Business/Finance	Taletha Clark	350-6102
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Employment Verification	Business/Finance	Wendy Hensley	350-6164
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Insurance Claims-Property	Human Resources	Cynthia Moore	350-6138
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Inventory-Fixed Assets	Business/Finance	Sabrina Harris	350-6101
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PAR Reports	Business/Finance	Christy House	350-6142
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Payroll	Business/Finance	N. Padgett/G. Harvey	350-6107
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Purchasing Requisitions	Business/Finance	Sabrina Harris	350-6101
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Shred-It Services	Business/Finance	Sabrina Harris	350-6101
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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Surplus Items	Business/Finance	Sabrina Harris	350-6101
Timesheets	Business/Finance	Natasha Padgett	350-6221
TRA School Funds Acct Codes	Business/Finance	Christy House	350-6142
Travel/Mileage	Business/Finance	Sharon Wrenn	350-6141
Treasurer Training	Business/Finance	Christy House	350-6142
Vendors	Business/Finance	Sabrina Harris	350-6101
INSTRUCTIONAL TECHNOLOGY			
1:1 Laptop Management	IT	Bonnie Cathers	713-504 5
Applications Support	IT	Chip Fleckenstein	350-614 9
Backup Support	IT	Bill Young	713-015 4
Cell Phones	IT	Chip Fleckenstein	350-614 9
Computer Maintenance	IT	Martin Jacobsen	350-615 1
Curriculum-Technology	IT	Matt Whiteside	350-615 3
Desktop Support	IT	Bill Young	713-015 4
Digital Lead Teachers	IT	Matt Whiteside	350-615 3
Door Control Settings	IT	Chip Fleckenstein	350-614 9
E-Rate	IT	Matt Whiteside	350-615 3
Firewall	IT	Martin Jacobson	350-615 1
Ident-A-Kid	IT	Nathan Haugaard	747-261 4

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Infrastructure	IT	James Cathers	350-614 8
Instructional Technology	IT	Matt Whiteside	350-615 3
iPads	IT	Nathan Haugaard	747-261 4
Media/Library Centers	IT	Matt Whiteside	350-615 3
Network Services	IT	Martin Jacobsen	350-615 1
Password Reset	IT	Martin Jacobsen	350-615 1
Phones (wired)	IT	Martin Jacobsen	350-615 1
Technology Support-Central Office	IT	Nathan Haugaard	747-261 4
Video Surveillance	IT	James Cathers	350-614 8
WAN Engineer	IT	Martin Jacobsen	350-615 1
Wi-Fi	IT	James Cathers	350-614 8
Website Technical Support	IT	Matt Whiteside	350-615 3
COMMUNICATIONS			
Community Events	Communications	Ashley-Michelle Thublin	350-612 0
Digital/Social Media	Communications	Ashley-Michelle Thublin	350-612 0
Equity	Superintendent's Office	Ms. Alcala Williams	350-616 2
Facility Usage/Rentals	Communications	Ashley-Michelle Thublin	350-612 0

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
McKinney-Vento	Youth in Transition	Jessica Supik	545-181 7
Media Relations	Communications	Ashley-Michelle Thublin	350-612 0
Parent/Family/Community	Superintendent's Office	Marta Alcala-Williams	350-616 2
Records Requests (Media)	Communications	Ashley-Michelle Thublin	350-612 0
Proctors (Testing)	C&I	Ian Nelson	350-6114
PTO Council (District)	Superintendent's Office	Marta Alcala-Williams	350-616 2
Public Relations	Communications	Ashley-Michelle Thublin	350-612 0
School News	Communications	Ashley-Michelle Thublin	350-612 0
Student Engagement	Communications	Ashley-Michelle Thublin	350-612 0
#The ACSWay Awards	Communications	Ashley-Michelle Thublin	350-612 0
Volunteers	Human Resources	Kim Dechant	350-614 0
Website Content	Communications	Ashley-Michelle Thublin	350-612 0
MAINTENANCE			
Construction	Maintenance	Tim Holcombe	350-619 4
Custodial Services	Maintenance	Tim Shelton	350-299 1
EMERGENCIES	Maintenance	Don Sims	350-619 8
Facility Planning	Asst Super of Auxiliary	Shane Cassida	350-613 17/

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Insurance-Vehicle	Transportation	Sue Tripp	350-615 2
Repair/Maintenance of Vehicles	Transportation	Sue Tripp	350-615 2
Work Orders	Maintenance	Don Sims	350-619 8